

## Curriculum Vitae

**Name : Surendra Dhanbahadur Chand**

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To,

HR Leader,

I Surendra Chand, a commerce graduates from Mumbai University & I have completed my graduation in the year of 2006-2007. I have started my career with ITC -**Maratha** in the year of Aug-2007, Sahar Airport Andheri (E), Mumbai-400 099 (The ITC is the biggest Indian Hotel Chain Hotel and as company, ITC is over 100 years old company in India), India & Presently working with **Louvre Hotels Group, Bahrain** as **Financial Controller** with effect from **2<sup>nd</sup> Jun 2018**.

**ITC Ltd-Maratha** was my first organization of my career & I had very good experienced with this organization working as a **Finance Executive** where I have got very good exposure & learning related to taxation & accounting procedures which are my core area of interest.

My objective & goal of life is to work in esteemed organization to achieve the highest position as suitable to my qualification & experience & also always seeking to find the innovative ways of process to save the time & avoid the errors & mistakes. According to me "there is no substitute for the hard work but at the same time I believe in the smart work" & also according to me I believe that work is worship.

I am assuring you that the all the information enclosed as given below is true & best of my knowledge which I got from my experience & qualification.

Regards,

Your sincerely,

(Surendra Dhanbahadur Chand)

Encl: Curriculum Vitiate

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## Curriculum Vitae



### Working Experience

➤ **Louvre Hotels Group –BAHRAIN**  
**Financial Controller**

**June 2018-Present**

- ☐ Handling, preparation and monitoring the operating budget, forecast etc.
- ☐ All Statutory Compliance with the Government regulatory.
- ☐ Compliance over licensing & others.
- ☐ Monitoring & controlling procurement process.
- ☐ Making & monitoring the business Plan
- ☐ Handling all financial implication in the hotels.



**MARRIOTT INTERNATIONAL-SURAT-INDIA**  
**Finance Controller**  
**Role Objective:**

**Dec 2016 –May 2018**

- ☐ Handling Budget, forecast etc.
- ☐ All Statutory Compliance.
- ☐ Compliance over Licensing & others.
- ☐ Monitoring & Controlling Procurement process.
- ☐ Making & monitoring the Business Plan
- ☐ Handling all financial Implication in the hotels.

**MARRIOTT INTERNATIONAL-AGRA - INDIA**  
**Finance Manager**  
**Role Objectives**

**Dec 2014 – Dec 2016**

To assist the Financial Controller in effective management of the hotel's overall accounting functions,

Preparation of financial reports, Analysis, forecasts and budgets, paying particular attention to the maintenance of high accounting standards, management information and controls consistent with the statutory requirements, Organization standards and the property needs.

**General Activities**

- ☐ Complete controller's Audits as assigned by Financial Controller and ensures plans & actions are documented and followed up for any gaps identified.
- ☐ In the Absence of the Director of Finance, carry out his/her responsible.
- ☐ Evaluate performance of all direct reports with the input from DOF and the other departments if applicable.
- ☐ Accommodate any internal, external, or statutory audit requests as directed by the DOF.

**Purchase: Inventory Review & Controls**

- ☐ Approver the assessment of slow moving items & items nearing expiry dates and inform concerned user department for future action
- ☐ Ensure that evaluation and establishment of PAR stock based on consumption updated in the Material Control.
- ☐ Authorized the verification of physical inventory at the outlets & at the stores.

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- ☐ Purchasing: Purchase Requisition & Approval
- ☐ Ensure forwarding the purchase requisition for approval, based on levels required and defined in Organization Policy.
- ☐ Purchasing: Ensure purchase orders get approved, based on levels required and defined as Organization DOA.

### **Advance for Supplier and Goods**

- ☐ Ensure accounts payable received request for advance from user department within required supporting documents like... PO/work order/service order with payment terms as advance, Performa invoice from supplier, expected date of delivery or performance.
- ☐ Accounts Payable: Foreign Remittance
- ☐ Authorize and verify the details mentioned and approve the documents for submission to the bank

### **Purchasing: Work Order Processing**

- ☐ Ensure that comparison & quotation is obtained before finalizing of any work orders
- ☐ Receipt: Receipt and verification reporting of supplies status
- ☐ Ensure a list of accrual to include back up (items received and invoice awaited) is provided by the receiving department for purchase made through Material Control System.
- ☐ Invoice Booking- Non Material Control System
- ☐ In case of statutory payments: Review the working and supporting documents for revenue are provided by Income Audit and for expenses by Accounts Payable
- ☐ Conduct Audit of expense report to verify the supporting documents as per MIP – 44/RSOP for different expenses head and ensure proper approval.

### **Receipt and Verification Reporting of Supplies Status**

- ☐ Ensure a list of accruals to include back up (items received and invoice awaited) is provided by receiving department for purchases made through Material Control System. AP closely coordinates all invoice submission and accrual lists from receiving department.

### **Banking Transactions (Payment) and Bank Reconciliation**

- ☐ Ensure Bank statements are obtained online and Bank Reconciliation are done on daily basis.
- ☐ Ensure Bank Reconciliation is completed & review by Financial Controller on weekly basis.

### **Income Audit Activities**

- ☐ Verify weekly flash report.
- ☐ Scrutinize Bank Deposit Discrepancy.
- ☐ Ensure that float counted by the General Cashier is audited once a week and in case of discrepancy, resolve or if needed, escalate issues to the FC.

### **Accounts Receivable Activities**

- ☐ Ensure billing and collection efforts are working effectively.
- ☐ Ensure bills are send within five working days of the customer checkout.
- ☐ Ensure the transfer of the guest ledger to City ledger within two days of the customer check out & bills within two days of transfer to City Ledger.

### **Month- End Activities**

- ☐ Maintain Cut-off date of Invoice Booking.

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- ☐ Ensure Bank reconciliation entry done & approve related entries before posting.
- ☐ Ensure that payroll clearing accounts have cleared and the General Ledger Balances for wage accrual, Annual Leave Liability etc. reconcile to payroll report.
- ☐ Review all statutory liability accounts at month end to ensure that the liability accrued is adequate to pay the necessary taxes.
- ☐ Ensure that allocation for the following expenses carried out:  
Cafeteria, Laundry, Reservations, employee relation, Training department etc.
- ☐ Ensure that sub-ledgers or systems (A/P, A/R, GL, and Inventory) are in balance with General Ledger.
- ☐ Ensure that inventory count is physically verified and the sheet is signed by General Accountant.
- ☐ Ensure the provision of bad debts: A reserve for bad debts to maintain to cover the subsequent writ-off of Accounts Receivable.
- ☐ Ensure timely generation of a consolidated Profit & Loss account to derive house profit.
- ☐ Generate preliminary P&L for critique and distribution of Preliminary P&L to the department heads/ Executive committee.
- ☐ Approve the necessary correction after correction
- ☐ Finalized the P&L.
- ☐ Critique the P&L with Financial Controller & department heads for each period. Investigate & resolve the unusual variance.
- ☐ Verify Assets & Liabilities reconciliation by 15<sup>th</sup> of Subsequent month.



### **SOFITEL MUMBAI BKC-ACCOR GROUP- INDIA**

**Aug 2011-Dec 2014**

#### **About Organization:**

The Sofitel Mumbai BKC is first Sofitel brand of the Accor group in India has opened which is basically the combination of two country culture i.e. India & France. The Sofitel has the working style of French elegance with the taste Indian culture which makes Indian-French working environment. Sofitel is the Luxuries brand of the Accor group.

#### **Assistant - Manager Accounts**

##### **Key Responsibilities:**

- ☐ Handling the accounts payable team with effective & in co-operation manner.
- ☐ Handling monthly MIS
- ☐ Handling monthly A&L for DOF after doing the ledger scrutiny.
- ☐ Handling & making yearly financial statements (includes - P&L, Balance Sheet, notes to accounts, deferred tax liability, tax audit working etc.) & make the co-ordination with the other department & gathering information which required to be part of financial statements & schedules.
- ☐ Making a monthly statutory compliance report for head office.
- ☐ Handling all statutory i.e. timely payments, returns & audit (includes: -manpower related, indirect & direct tax etc.) which includes as follows,
- ☐ Handling & timely issuing of yearly form 16 & 16A, wct certificate etc.
- ☐ Handling & making monthly e-tds payments & quarterly returns.
- ☐ Handling monthly e-service tax payments & half e-yearly return.
- ☐ Handling & reply to the tax authority of their notices.
- ☐ Handling all payroll audit, reconciliation & F&F settlement of employee.
- ☐ Handling & passing the monthly provision & accruals entries.
- ☐ Handling inventory purchase reconciliation & passing consumption entries.
- ☐ Handling & passing monthly food reconciliation entries.
- ☐ Handling & preparation of daily & monthly cash flow statement.
- ☐ Handling all foreign payments of import of goods.

**Intercontinental Hotels Groups –The Lalit Suri - INDIA**  
**Executive Payable**

**Feb 2011-July 2011**

**ITC Group Hotels - Maratha –**  
**Executive Payable - INDIA**  
**Aug 2007-Feb 2011**

**ITC Hotels**  
Hospitality company

**Academic Qualification:**

- ☐ Passed PE-I from Institute of Chartered Accountant of India in the year 2005 (**69.00 %**).
- ☐ Passed bachelor degree from Mumbai in the year of 2006-07 with first class. (**74.14 %**).
- ☐ Passed H.S.C in the year of 2003-04 with first class from Maharashtra Board. (**67.33 %**.)
- ☐ Passed S.S.C in the year of 2001-02 with first class from Maharashtra Board. (**60.00 %**.)

**Computer proficiency:**

Good knowledge of Advanced MS- Excel,  
Tally,  
SUN Accounting,  
Material Control (MICROS)  
MICROS (POS)  
Opera (PMS),  
BOSS (A/C Software),  
Alif Management System, PRISM (Payroll System),  
SAP (2017\_Cash Flow management and Branch Accounting etc.)  
OASYS (Payroll),  
FBM Material management etc.

**Personal details:**

- ☐ **Date of Birth:** December 11, 1986
- ☐ **Marital Status:** Married
- ☐ **Language Known:** Hindi, English, Marathi and Nepali

**Reference:**

Mr. Kim Andersen (General Manager, Louvre Hotels Group, Bahrain)  
Mr. Mahesh Joshi (Chief Engineer, Radisson, Saudi)  
Mr. Gobardhan Jena (Chief Financial Officer Marriott Surat)  
Mr. Amitabh Porwal (Financial Controller Marriott Agra)

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### **Achievements:**

<b>Sr. No.</b>	<b>NAME OF AWARDS &amp; RECOGNITION</b>	<b>COMPANY/HOTEL NAME</b>	<b>MONTH/YEAR</b>
1	BEST EMPLOYEE AWARD IN FINANCE SECTION	ITC	2008
2	BEST EMPLOYEE AWARD IN FINANCE SECTION	ITC	2009
3	A SPLENDID PERFORMANCE INDEED AWARD -FOR RECONCILIATION OF UN-TRACED BALANCES IN BOOKS & CORRECTION OF SAME IN THE BOOKS..	ITC	2009
4	SO STAR MANAGER OF THE MONTH – HEART OF THE HOUSE	SOFITEL MUMBAI BKC	Mar-13
5	CERTIFICATE OF PARTICIPATION - MARRIOTT AUDIT BOOT CAMP	MARRIOTT INTERNATIONAL	Oct-14
6	CERTIFICATE OF APPRECIATION-MANAGER OF THE MONTH	MARRIOTT INTERNATIONAL	Jan-15
7	CERTIFICATE OF APPRECIATION-MANAGER OF THE MONTH	MARRIOTT INTERNATIONAL	Nov-15
8	CERTIFICATE OF APPRECIATION-MANAGER OF THE MONTH	MARRIOTT INTERNATIONAL	Dec-15
9	NOMINATED AS MANAGER OF THE YEAR	MARRIOTT INTERNATIONAL	2015
10	CERTIFICATE OF APPRECIATION-MANAGER OF THE MONTH	MARRIOTT INTERNATIONAL	Apr-16
11	CERTIFICATE OF PARTICIPATION - MARRIOTT AUDIT BOOT CAMP	MARRIOTT INTERNATIONAL	Oct-16
12	ADVANCE CERTIFICATE OF PROGRAMME CERTIFICATION ON GOOD & SERVICES TAX FROM MRIDUL MANGALA'S AMAR-CHAND	MARRIOTT INTERNATIONAL	2017

**Thanking You,**

**You're sincerely,**

**(Surendra Dhanbahadur Chand)**

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